



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 7400.1

M8

25 Oct 07

NAVY MEDICINE EAST INSTRUCTION 7400.1 CHANGE TRANSMITTAL 1

From: Commander, Navy Medicine East

To: Distribution

SUBJ: POLICIES AND PROCEDURES FOR CIVILIAN TIMEKEEPING AND
LABOR DISTRIBUTION

1. Purpose. To revise policy for submission of NME
Overtime/Compensatory Time Requests for signature.

2. Action.

a. Replace paragraph 6.b.5 to read:

(5) Ensuring Overtime/Compensatory Time Requests (OT/CT)
(NAVCOMPT Form 2282) are submitted to the responsible Deputy
Chief of Staff (DCOS) for signature. DCOS must receive funding
approval from the DCOS for Resource Management (Comptroller) for
any requested overtime prior to the employee working overtime.

b. Remove the last line of enclosure (1), page 17,
paragraph 1.1.

c. Replace paragraph 1.m of enclosure (1), page 17, with:

Authorization & signature is where the DCOS signs for
approval or disapproval of the extra work time.


PETER F. O'CONNOR
Chief of Staff

Distribution: (NAVMEDEASTINST 5215.1A)
List A